


DPS STANDARD OPERATION PROCEDURE			
	SUBJECT:	SECTION(S):	DISTRIBUTION:
	NUISANCE ANIMALS (OTHER THAN BATS) RABIES PROCEDURES DPS SOP 2007-42	ALL	ALL PERSONNEL
ISSUING AUTHORITY:		EFFECTIVE DATE:	SUPERSEDES:
CRAIG A. STONE ASSOC. V.P. & CHIEF, CAMPUS SAFETY AND EMERGENCY MANAGEMENT SERVICES (ELECTRONICALLY SIGNED)		OCTOBER 5, 2007 REVISED DATE: JULY 25, 2022	Revised re Onondaga County Bite Reporting & Forms

Nuisance Animals (other than Bats), Rabies Procedures

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IACLEA STANDARDS

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NO CALEA STANDARDS

REFERENCES:

- SOP 2010-23 Bat Complaints and Exposures
- SOP 2014-04 Service Animals
- Animal Bite/Rabies Report Form (in Forms Folder on G drive)
- Animal Bite Procedures (Onondaga County Health Department) in Forms Folder

ATTACHMENTS:

- None

I. APPLICABILITY: This Standard Operating Procedure is applicable to all Syracuse University Department of Public Safety (DPS) employees.

II. PURPOSE: The purpose of this policy is to establish procedures and guidelines to follow when responding to and handling nuisance animal complaints (other than Bats) to better provide for officer and public safety, and to establish a comprehensive and standardized procedure for the dispatching and handling of nuisance animal complaints.

– Note –

There is a separate SOP 2014-04 Service Animals, dealing with special handling associated with service animals. -

Complaints involving Bats will be handled according to SOP 2010-23 Bat Complaints and Exposures

III. POLICY: It is the policy of DPS to respond to complaints involving nuisance animals, involving both wildlife and domesticated animals. After verifying the complaint and securing the scene, the DPS will contact the appropriate animal control services with expertise in handling these animals, and attempt to identify the owner of the animal when the animal is a domesticated animal, or pet. While at the scene the DPS will attempt to isolate the animal from persons in the area until the arrival of the animal control service and the matter is resolved. Officers will take appropriate health related actions and complete necessary Departmental and Onondaga County Health Department reports and notifications for any animal bites in occurring Onondaga County.

IV. DEFINITIONS:

- A. Air Rifle: A DPS Weapon that uses compressed air to propel a projectile. This departmental “special use” weapon is intended to safely take down small rabid and aggressive animals, weighing approximately 25 pounds or less (about the size of a raccoon or possum) that pose a public safety threat when there are no other viable alternatives. This is not a firearm as defined by the NYS Penal Law.

V. PROCEDURES: Nuisance Animals

A. Duties and Responsibilities of the Communications Officer:

1. Upon the receipt of a nuisance animal/wildlife complaint on Syracuse University owned property **during business hours** the Communications Officer will:
 - a. Dispatch a DPS Officer to the scene to verify the complaint and to secure the scene if necessary.

- b. If the complaint is verified the Communications Officer will then contact the Physical Plant zone office during business hours.
 - c. The Physical Plant zone office will dispatch a trained Physical Plant employee or notify a wildlife trapper to respond to the scene to trap and dispose of the nuisance animal.
- 2. Upon the receipt of a nuisance animal/wildlife complaint on Syracuse University owned property **after business hours**, the Communications Officer will:
 - a. Dispatch a DPS Officer to the scene to verify the complaint and secure the scene if necessary.
 - b. If the complaint is verified the Communications Officer will contact Energy Management Services (EMS) at 443-1535.
 - c. EMS will dispatch the call to a trained Physical Plant employee or notify a wildlife trapper to respond to the scene to trap and dispose of the nuisance animal.
- 3. Upon the receipt of a nuisance animal/wildlife complaint at an **off-campus property**, the Communications Officer will:
 - a. Contact the Syracuse Police Department through the Onondaga County 911 Center or the D.E.C. Animal Complaint Center at 682-2050.
- 4. Dog Complaints On Campus: Upon the receipt of a nuisance dog complaint on **Syracuse University owned property** the Communications Officer shall:
 - a. Dispatch a DPS Officer to the scene to verify the complaint and to secure the scene if necessary.
 - b. If the complaint is verified the Communications Officer will notify the City of Syracuse Animal Control at 473-6608 during business hours. Animal Control is available after hours for emergency only call in through the 911 Center.
 - c. If the nuisance dog constitutes a threat to the public's safety the Communications Officer will also notify the Onondaga County 911 Center.
 - d. If after hours and a nuisance dog does not constitute an emergency situation, the Patrol Sergeant will be notified and will assist in resolving the matter by working with animal service resources in the community.
 - e. If notified by the responding patrol of associated injuries, and requested, an ambulance will be called. Revised 1/23/12
 - f. Refer to Part C of this SOP regarding any animal, alive or dead that may be exposed or infected by rabies.
- 5. Dog Complaints Off Campus: Upon the receipt of a nuisance animal complaint at an **off-campus property** the Communications Officer shall:
 - a. Obtain as much relevant information as possible and advise the complainant to notify the City of Syracuse Animal Control at 473-

6608 during business hours. After hours Animal Control is available for emergency only call in through the 911 Center.

- b. Notify the City of Syracuse Animal Control of the complaint.
- c. If the nuisance dog constitutes a threat to the public's safety the Communications Officer will also notify the Onondaga County 911 Center.
- d. If notified of associated injuries, and requested, an ambulance will be called and the call transferred to the Onondaga County 911 Center. *Revised 1/23/12*

B. Duties and Responsibilities of Assigned Patrol Officer:

- 1. Verify the complaint and notify the Emergency Communications Center (ECC) of the specific circumstances associated with the complaint.
- 2. If there is an injury associated with the complaint notify the ECC to call for medical services to attend to the injured party.
- 3. Copy of Health Procedures to Injured Person: Provide a copy of the Onondaga County Health Department Animal Bite Procedures form to the injured person, or their family. The form is maintained in the Forms Folder and is an attachment to this SOP.
- 4. Attempt to isolate the animal from people in the area and other animals if possible without exposing one's self or others to a threat of injury.
- 5. Attempt to Locate and Notify Animal Owner: The animal owner will be able to provide rabies vaccination and licensing information.
 - a. Provide a copy of the Onondaga County Animal Bite Procedures Form to the animal owner. Owner instructions on both front and rear of form.
- 6. Confinement of Animal where owner is located: The owner shall be directed to confine an apparently healthy animal for a period of 10 days by law either at their property or a veterinarian, at their personal expense.
- 7. Notify the Patrol Sergeant: If there are serious injuries, suspicion of rabies or any other aggravating circumstances associated with an animal complaint, notify the Patrol Sergeant of the concerns. The Patrol Sergeant may be requested to respond to the scene if needed.
- 8. Reporting Requirements: The DPS Officer on the scene will complete:
 - a. A DPS Investigation Report if there is an injury, or a threat to the public's safety, an Investigation Report will be completed and filed.
 - b. Onondaga County Health Department Report: If there is an animal bite that has broken the skin, prepare and submit the Onondaga County Department of Health Suspected Rabies Report. Refer to Animal Bite Forms in Forms Folder on G drive.
 - c. A copy of the Onondaga County Animal Bite report is required to be completed and filed within 72 hours by the health care person(s) providing medical care to an injured person.
 - d. Refer to Part C below regarding any animal, alive or dead that may be exposed or infected by rabies.

9. Domestic Dog Complaints: Additional Considerations:
 - a. Attempt to locate the dog's owner to obtain license and rabies vaccination records, or tag information if that can be done safely.
 - b. If no owner is immediately located, and if it is safely possible, see that the dog is confined until the arrival of the Animal Control Officer who will decide how to proceed with the animal's confinement. 1/23/12
 - c. Determine if the animal may be considered a 'Service Animal' and therefore be entitled to special handling considerations. Refer to SOP 2014-04 Service Animals for details.
10. Destruction of Animals: (7.1.13) If it appears necessary to destroy an animal due to illness, injury or behavior, the DPS will contact and defer those duties to the appropriate animal control officer with jurisdiction, or a D.E.C Officer. Until the arrival of one of those services the DPS Officer will assist to isolate the animal and to protect the safety of themselves and others.
 - a. Use of DPS Air Rifle: In a circumstance where an officer is confronted with a situation relating to the need to destroy a possibly rabid and aggressive small animal (under 25 pounds) and no other department or agency is available to eliminate the animal, the department has acquired a high powered air rifle for that purpose.
 - b. Notify the ECC and Request the Air Rifle: Contact the ECC and the Patrol Sergeant with the request that the DPS Air Rifle be brought to the scene with or by a person trained and authorized to use this non- firearm weapon.
 - c. Reporting: A "Weapon Use Report" is required for the use of the Air Rifle. It is to be prepared and submitted as an attachment to the investigative report, as they are for firearms. Refer to SOP 2010-01 Use of Force for more information regarding the Weapon Use Report.

C. ANIMALS SUSPECTED OF RABIES EXPOSURE OR INFECTION:

1. Dead Animals: Officers will follow these procedures when dealing with a dead animal suspected of being exposed to or infected with rabies:
 - a. Determine if the animal has had any contact with a domestic pet or human.
 - b. 'Contact' is defined as a bite, scratch or any contact with the saliva or blood from the animal.
 - c. If the animal has had no contact with a person or animal, no rabies testing needs to be conducted.
 - d. Contact the ECC and request that Physical Plant be notified that there is a dead animal to be picked up and disposed of.
2. If the animal has had contact with a domestic pet or human, it should be submitted to the Animal Disease Prevention office for rabies testing.

- a. Contact the ECC and request that the Physical Plant respond for the purpose of bagging and transporting the animal. The DPS Officer on the scene may be utilized to help transport the animal if required.
 - b. The Physical Plant personnel have been instructed to prepare and label the bag/container which indicates the date of capture, caught by, building, location/room of capture, name of exposed individual and any other important information.
 - c. If there is more than one animal, ensure that each animal is bagged separately. All bags should be closed tightly and labeled.
 - d. Recovered Dead small animals and Bats: Booth Hall Room G-16 has a refrigerator and freezer to store dead small animals and bats to assist in preservation until the bat and container can be brought to the Onondaga County Health Department for testing. See SOP 2010-Bat Complaints and Exposure for details.
 - e. Skunks: If the animal to be placed in the refrigerator is a skunk, double bag the carcass before storing in the refrigerator.
 - f. Onondaga Animal Disease Prevention Office Location and Hours: Weekdays between 0800 and 1600 hours: The animal can be transported on the next business day after the incident to The Animal Disease Prevention Office at 4170 State Route 31, Clay, NY by Environmental Health and Safety Services (EHSS) or other available CSEMS personnel for testing. (07/25/22)
 - g. The officer will ensure that the Animal Disease Prevention Office at 435-3165 is notified that they are bringing an animal for testing. During non-business hours, there is an answering service that will take the call.
3. Live Animals: Officers will utilize the following procedure when dealing with a live animal suspected of being exposed to or infected with rabies:
- a. If a person has been bitten by an animal, domestic or wild, the officer will complete and submit a Suspect Rabies Report at the completion of his/her shift (Forms Folder G Drive) or online at <http://www.ongov.net/health/env/rabiesform.html>. A copy of the "STANDARD OPERATING PROCEDURE FOR THE DISPOSITION OF ANIMAL BITES IN ONONDAGA COUNTY" (Forms Folder G Drive) will be given to the victim of the animal bite and advised to follow the instructions listed. (07/25/22)
 - b. Captured Small Animals: The Physical Plant maintenance personnel are responsible for providing and utilizing bat containers that are acceptable to contain a live small animal and not allow it to escape.
 - i. Captured Bats/Alive: Booth Hall, Room G-16, has a location to store the captured bat and labeled container until it can be brought to the Onondaga County Health Department for testing. Refer to SOP 2010-23 Bat Complaints and Exposure.
 - c. If the animal in question is a domestic pet or a Service Animal the owner should be given a copy of and advised to follow the

instructions listed on the "STANDARD OPERATING PROCEDURE FOR THE DISPOSITION OF ANIMAL BITES IN ONONDAGA COUNTY" (Forms Folder G Drive) (07/25/22)

- d. If the animal is wild, has not been destroyed by the officer and its' location is known, advise the Physical Plant to contact a nuisance/wild animal trapper.

POLICY REVISION HISTORY

NO	SECTION REVISED	DATE ISSUED
1	Procedures regarding Dogs	1/23/12
2	Reviewed and Revised re titles and format	3/06/13
3	Revised re Rabies Reporting, Service Animals & Summary	09/18/14
4	Revised re IACLEA – Destruction of Animals Pg. 4	01/24/16
5	Reviewed/Revised re CALEA 6 th Edition and Reporting	11/06/17
6	Revised contact info for Dept. of Health	07/25/22
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